

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

Host Agency Supervisor's Evaluation Form

Participant's Name (Last, First, Middle)

Community Service Assignment (CSA) Title

Host Agency Name

Site Name (if different from Host Agency Name)

Location of Assignment (No, Street, City, State, Zip)

1. List SCSEP Participant's CSA tasks and evaluate his/her performance (Lists tasks from CSA Description Form)	Above Average	Average	Needs Improvement	Did Not Perform
a.				
b.				
c.				
d.				
e.				
f.				

2. In reviewing the CSA Description, are current duties in keeping with those listed above?
If no, please explain.

Yes

No

3. Evaluate the SCSEP Participant's Performance

	Above Average	Average	Needs Improvement	Did Not Perform
a. Understanding the assignment				
b. Ability to learn new or upgrade existing skills				
c. Demonstrates initiative				
d. Ability to communicate (written and verbal)				
e. Ability to solve problems				
f. Dependability in carrying out assignment tasks				
g. Ability to work with other staff				
h. Ability to accept supervision				

4. In what ways can the SCSEP Participant's Assignment be upgraded? (complete if at least 6 of the 8 areas are rated above average)

Additional comments

Host Agency Supervisor's Signature

Date